

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. 77910	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location PSNS & IMF	5. Duty Station Bremerton, WA		6. OPM Certification No.	
Explanation (Show any positions replaced) Replaces PD #31750		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 Non-Sensitive <input checked="" type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
						13. Competitive Level Code SX0Z	
						14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	SUPERVISORY PROGRAM MANAGER	GS	0340	15	SLR	2/28/12
c. Second Level Review	SUPERVISORY PROGRAM MANAGER	YC	0340	03		5/14/08
d. First Level Review	PROGRAM MANAGER	GS	0340	15	JSB	3/24/04
e. Recommended by Supervisor of Initiating Office	PROGRAM MANAGER	GS	0340	15		

16. Organizational Title of Position (if different from official title) EXECUTIVE DIRECTOR		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF NAVY		c. Third Subdivision	
a. First Subdivision PUGET SOUND NAVAL SHIPYARD AND IMF		d. Fourth Subdivision	
b. Second Subdivision EXECUTIVE SUPPORT OFFICE CODE 1100		e. Fifth Subdivision	
19. Employee Review--This is an accurate description of the major duties and responsibilities of my position		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and title of Immediate Supervisor		b. Typed Name and Title of higher-Level Supervisor or Manager (Optional)	
		SHIPYARD COMMANDER	
Signature /S/	Date	Signature /S/	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position Administrative Analysis GEG, TS-98, 8/90 GS Supervisory Guide, 6/98	
a. Typed Name and Title of Official Taking Action LEAD HUMAN RESOURCES SPECIALIST		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature /S/	Date		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier								

24. Remarks
 UIC: 4523A
 SUPV: 2
 BUS: 8888
 FPL: GS-15
 Position requires Top Secret clearance
 Testing designated position (TDP) 12564 & PL 100-71 apply

 Pen and Ink change to reflect transition from NSPS to GS per authority of NDAA of 2010.IAW OCHR letter 12900, Ser 01N/086-10 dated FEB.27, 2010. SLR 2/28/12

25. Description of Major Duties and Responsibilities (See Attached)

Pen & Ink changes reflect NSPS conversion effective 13-APR-08. SLR 5/14/08

INTRODUCTION

The incumbent serves as the Executive Director of PSNS & IMF. The purpose of the position is to serve as the direct representative of the Shipyard Commander in designated areas, reducing the Commander's direct span of control and enabling him to focus more directly on ship repair work and direct operational functions. The incumbent acts for the Commander in managing and directing these areas.

MAJOR DUTIES AND RESPONSIBILITIES

Incumbent manages the following offices and programs:

1. Public Affairs, Congressional Liaison, Inter-governmental and Inter-agency Relations. Serves as the sole person responsible for management of the Shipyard's contacts with Federal, State, County, and Local government agencies and public officials. Manages the Shipyard's contacts and relationship with the various media, and directs the Shipyard's internal communications with employees. Directs the Shipyard's official membership in and relationship to various community and civic organizations, such as the Chamber of Commerce, Rotary, environmental interest groups, or others.

2. Legal Office. Provides administrative oversight of the Shipyard's Office of Counsel.

3. Command Evaluation and Review Programs. Provides administrative oversight to the CERO staff.

4. Administrative and Information Services. Directs the provision of administrative services to Shipyard employees, of technical and engineering data libraries, and of Visual Information services (photo, video, illustration).

5. Security Office. Oversees the Shipyard's security management, and the regionalized security support services provided by other commands to the Shipyard.

As the direct supervisor for the Office Heads as described above, the incumbent is responsible for establishing performance objectives and standards, monitoring their progress toward achievement of those objectives, and for assessing their performance. The incumbent is responsible for reviewing and approving recommended organizational staffing plans, operational goals, budgets, and training plans for assigned programs.

(35% duties 1 through 5)

6. Human Resources Programs. Serves as the Shipyard authority over Human Resources services provided by regional support organizations, and provides direction and policy for HR-related issues. Manages the Shipyard's high grade allocations, and directs compliance with high grade position

allotments and approvals. Reviews staffing justifications, and directs the balancing of personnel resource allocations for the entire activity. Ensures the Equal Employment Opportunity program support requirements are met and that all related activities meet the command's policy goals.

(15%)

7. Program management. Serves as liaison or manager for particular programs or initiatives, as directed by the Shipyard Commander, such as Shipyard transformation, organizational restructuring or consolidation efforts, development of vision and mission statement changes.

The incumbent exercises discretionary authority in setting Shipyard policy where appropriate at the local level, or re-delegates as appropriate the authority to exercise such discretion in matters under the position's cognizance.

Serves as the Shipyard Commander's representative in dealing with senior Shipyard management and with external agencies or entities. Decisions rendered by the incumbent carry the same force and effect as though issued by the Shipyard Commander.

The incumbent exercises broad authority to influence and direct the development of fundamental Shipyard policy in all areas of general interest. In relation to the particular assigned program areas, the incumbent manages studies and analyses, assesses the impact of alternate courses of action, controls the development of proposed directives, approves and coordinates plans, and monitors and assesses results of programs having Shipyard-wide implication and impact. In the execution of these responsibilities the incumbent speaks with the authority of the Commander, and represents him in contacts with local officials and at higher command levels.

The incumbent participates with the Shipyard Commander in the day to day administration of the Shipyard with respect to all significant administrative and long range planning actions for program areas. In this capacity, the incumbent provides a stable and continuing policy focus during rotation of Shipyard Commanders, while exercising delegated responsibility for initiating and administering assigned responsibilities. As the Executive Director, the incumbent may need to troubleshoot, review, study, or oversee projects or issues which cross traditional organizational lines, and to propose solutions to the Shipyard Commander. (50%)

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Broad knowledge of overall shipyard operations.

In depth knowledge of the current principles and practices of managing large industrial facilities or programs associated with them.

Ability to effectively interface and communicate with Federal, State and Local Officials on matters of mutual interest.

Ability to plan, organize and control work of large organizational components.

Ability to set organizational goals and integrate divergent programs.

Ability to analyze complex problems and issues associated with Shipyard operations.

General knowledge of ship repair processes.

Ability to communicate orally and in writing, with a very high degree of skill.

Ability to deal effectively with personnel and officials at all levels.

FACTOR 2 - SUPERVISORY CONTROLS

The incumbent reports directly to the Shipyard Commander, who provides only broad policy guidance, usually in the form of major objectives to be achieved. Discharges responsibilities in accordance with own interpretation and understanding of the nature and scope of effort necessary to achieve management objectives, and determines the means, methods, and procedures to be used in achieving the objectives. Review of the incumbent's work is primarily based on the impact on and contribution to the Shipyard's objectives.

FACTOR 3 - GUIDELINES

Guidelines are typically received as a general indication of what needs to be accomplished, and are characterized as goals or broad policy guidance. The incumbent is free to operate within independently-determined parameters to achieve objectives. The work is typically very complex, having broad Shipyard-wide impact or effect.

FACTOR 4 - COMPLEXITY

The incumbent's work impacts the overall accomplishment of Shipyard operations. This involves extremely complex, highly technical work characterized by extreme workload fluctuations, short deadlines, and frequently changing schedules. The incumbent frequently ventures into "uncharted waters" having to deal with unique situations where there is no precedent to rely upon. Solutions to problems demand the incumbent experiment and innovate, and require the incumbent to rely upon own extensive managerial experience and broad ship overhaul operations knowledge to devise solutions to highly complex organizational support problems.

FACTOR 5 - SCOPE AND EFFECT

The work of this position has broad impact on Shipyard operations from both a current and long range standpoint. The incumbent is expected to provide leadership and direction in planning, organizing, and implementing assigned support programs designed to improve overall Shipyard operations. The incumbent is involved daily in the management of a variety of support programs which support waterfront shipwork.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with all levels of the organization management team, with higher level authorities, with Congressional delegations, with federal, state, county, and local governmental agencies, with various media, with numerous community and civic organizations, and others. Incumbent represents and speaks for the Shipyard Commander in matters under his direction, both internally and externally, within and outside the chain of command, with all external entities, and with both military and civilian communities.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are made to gather information, discover facts, make decisions, set policy, develop long range plans and vision, develop Shipyard working relationships with other entities. The incumbent frequently acts for the Shipyard Commander in contacts with others.

FACTOR 8 - PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is primarily in an office environment, but may require travel, and site visits to waterfront work areas. A majority of the work is accomplished while sitting, standing, or walking. May be required to drive a government vehicle. Incumbent is also exposed to varying and inclement weather when going to and from offices and work areas on the waterfront.

FACTOR 9 - WORK ENVIRONMENT

Work is primarily in an office environment that is adequately lighted, heated and ventilated, but requires site visits to waterfront work areas. Incumbent must be able to obtain and maintain the appropriate security clearance. May be assigned to work in areas where certain potentially harmful physical and chemical agents are present. These agents may include but are not limited to: fumes, dust, noise, heat, ionizing and non-ionizing radiation, chemicals, etc. To ensure employee safety and health, the Shipyard maintains personnel protection programs consistent with applicable laws and regulations. These programs may include engineering controls, training, work procedure, use of personnel protective equipment, and medical surveillance. As part of

medical surveillance programs, the incumbent may be required to take medical examinations to assess his or her medical qualification for duty involving work with these agents.

FACTOR 10 - SAFETY

Incumbent is responsible for following safe work practices, including the use of appropriate Personnel Protective Equipment (PPE). Incumbent is required to perform his/her duties with the highest level of attention to safety and health and is responsible to ensuring employees have a safe work environment. Incumbent is responsible for following all requirements concerning the use, storage and disposal of hazardous materials.

SECURITY: Must obtain and maintain a Top Secret Clearance.